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ABSTRACT

The University of Iowa's 1975 faculty handbook provides a general description of the university structure; details the faculty responsibilities and policies including academic responsibility; professional ethics; responsibilities to students, colleagues, the institution, and the community; tenure, promotions, evaluations, and terminations. As a resource of the university, the faculty teaching role is defined and a list of facilities and services available is given. (JMF)

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Faculty Handbook

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Faculty Handbook

The University of Iowa

1975

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I

Foreword

This *Handbook* is intended to help prospective or newly appointed faculty members acquire a general overview of academic life at The University of Iowa and to provide established faculty members with fuller statements about academic policies and resources.

The book is divided into three parts: (1) a general description of The University of Iowa emphasizing the policies designed to support teaching, scholarship and academic freedom, (2) an indication of the resources which promote the intellectual life of the University, and (3) the Constitution of the Faculty Senate and Faculty Council of The University of Iowa. The University *Operations Manual* contains further details of University policies and procedures described here in brief.

Although representatives of the Faculty Senate and the Office of the Vice President for Academic Affairs have tried to make the material as helpful and accurate as they could, the University (like any living body) changes rapidly, so you may wish to check the *Operations Manual* for the most recent particulars.

II

The University

General Description

The University of Iowa was authorized by the Iowa General Assembly on February 25, 1847, just 59 days after Iowa was admitted to the Union. Today, on 1,400 acres spread out from the original capitol of the state, approximately 22,000 students, 1,300 faculty members and 5,800 supporting staff members carry on the life of a modern university. About one-third of the students are enrolled in graduate and professional colleges.

The Old Capitol itself and many of the major academic buildings look across wide lawns and down wooded hills and bluffs to the Iowa River, which serves as the University's mall. Iowa is unique among universities today. It remains a university, not a multiversity, not a campus in a system. The core of the University is the arts and sciences, surrounded by well-integrated professional colleges. There is a strong conviction that people, not structures, make a great university.

The University has a broad mission, as illustrated by the following excerpt from its official statement of mission adopted by the State Board of Regents:

> The University of Iowa is committed to undergraduate, professional, graduate and continuing education. To discharge this commitment, as part of its established mission, the university engages in teaching, research, and appropriate extension, health and other public services. The university is recognized as having a broad mandate in order that it may continue to be a distinguished state

university, offering pre-professional courses, the full panoply of undergraduate and professional work in law, medicine, dentistry, pharmacy, nursing, engineering, and allied fields related to these professional disciplines, as well as social work, business administration, journalism, education (early childhood, elementary, secondary, and higher), library science, and all the liberal arts and sciences. It will be characterized by a general orientation toward human growth, the health sciences, the humanities, the fine arts and the social sciences. It will continue to maintain strong programs in the physical and biological sciences and engineering.

The University of Iowa has sought to maintain a balanced enrollment. It has done so in recognition of the joint responsibility it has with the other regents' institutions, the private colleges, and the community colleges to provide a greater variety of educational opportunities to a larger and more diversified group of students . . .

Structure of the University

The State Board of Regents

Created in 1909, the Iowa State Board of Regents currently governs The University of Iowa, Iowa City; Iowa State University, Ames; the University of Northern Iowa, Cedar Falls; the Iowa Braille and Sight-Saving School, Vinton; and the Iowa School for the Deaf, Council Bluffs. The nine Regents members are appointed for staggered six-year terms by the Governor, subject to confirmation by the State Senate.

The University

The President is the principal executive officer of the University. At the University level, activities are coordinated through the offices of Academic Affairs, Administrative Services, Business and Finance, Educational Development and Research, and Student Services.

Faculty members participate in University-wide policy-making by means of the Faculty Senate, composed of elected representatives of the collegiate faculties, both tenured and non-tenured. The administrative agency of the Senate is the Faculty Council, with a membership selected from the Senate by the separate collegiate faculties. The Senate calls general faculty meetings, appoints faculty members to University committees (composed of faculty, staff and students) and to Faculty Senate committees, reviews reports from such committees, and makes recommendations in all areas of University policy. The

Constitution of the Faculty Senate and Faculty Council is reproduced in section IV of this *Handbook*.

Student government serves to promote and protect the interests, welfare and rights of students. It recommends allocations of student fee income to recognized student organizations and appoints students to University committees. The Staff Council, elected by vote of non-faculty employees, represents the views of that group within the University and appoints members of the staff to University committees.

The Colleges

Since the University is organized to serve individual students and the advancement of knowledge, its organizational structure places major responsibility on the faculty members and their associated academic units. Faculty participation in the affairs of the colleges is emphasized. There are ten colleges: Business Administration, Dentistry, Education, Engineering, Law, Liberal Arts, Medicine, Nursing, Pharmacy and the Graduate College. The Graduate faculty consists of all University faculty members holding professorial rank. The Graduate College is responsible for all graduate instruction and confers all graduate degrees. Continuing education is provided through the Division of Extension and University Services.

The Faculty of the University

The faculty has primary responsibility for recommendations on matters of curriculum development, methods of instruction, academic appointments, promotion, tenure and research policies. Therefore, policies for obtaining, maintaining and retaining a qualified and energetic faculty are fundamental to carrying out the mission of the University. Some of the crucial University policies are summarized or excerpted here. All such policies are set forth in full in the University *Operations Manual*.

A Statement on Professional Ethics and Academic Responsibility

(As approved by the Faculty Senate and approved by the President and the Board of Regents)

> The basic functions of the university are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of citizens and professional workers for the society of which the university is a part.
>
> The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless he or she is free to pursue the quest for knowledge and understanding,

wherever it may lead, and to report and discuss the findings, whatever they may be, the university faculty member cannot properly perform his or her work. As a participant in an enterprise that depends upon freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the faculty member to accept the responsibilities which are concomitant with the freedom he or she needs.

Those responsibilities are: (1) to students, (2) to scholarship, (3) to colleagues, (4) to the university, and (5) to the larger community which the university serves. To make these responsibilities operational, it is necessary that ethical and professional standards be adopted to guide faculty members in their conduct and that effective mechanisms be established to monitor and enforce compliance with these standards.

1

RESPONSIBILITIES TO STUDENTS

As a teacher, the faculty member has the responsibility for creating in his or her classroom or laboratory and in relations with students a climate that stimulates and encourages the student's endeavors to learn. To the best of his or her ability, the faculty member exemplifies high scholarly standards, and he or she respects and fosters the student's freedom to choose and pursue his own goals.

1. The faculty member has the obligation to make clear the objectives of the course or program, to establish requirements, to set standards of achievement, and to evaluate the student's performance.

2. The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction.

3. The faculty member has the responsibility to teach courses in a manner that is consistent with the course description and credit published in the catalogue and with the announced objectives of the course. He or she must not intentionally intrude into classes material or personal views that have no relation to the subject matter of the course.

4. On controversial issues within the scope of the course a reasonable range of opinion should be presented. When the faculty member presents his or her own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.

5. The faculty member owes to the student and the university a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinions pertaining to matters of controversy within the discipline.

6. Every student is entitled to the same intellectual freedom which the faculty member enjoys. The faculty member must respect that freedom. Restraints must not be imposed upon the student's search for or consideration of diverse or contrary opinion. More positively, the faculty member has an obligation to protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action.

7. The faculty member has obligations as an intellectual guide and counselor to students. He or she has a responsibility to be available to students for private conferences. In advising students, every reasonable effort should be made to see that information given to them is accurate. The progress of students in achieving their academic goals should not be thwarted or retarded unreasonably because a faculty member has neglected his or her obligation as adviser and counselor.

8. The faculty member should conduct himself or herself at all times so as to demonstrate respect for the student. He or she should always respect the confidence deriving from the faculty-student relationship.

9. The faculty member must avoid exploitation of students for personal advantage. For example, in writings and oral presentations due acknowledgment of their contributions to the work should be made.

II

RESPONSIBILITIES TO SCHOLARSHIP

The faculty member's responsibilities to scholarship derive from the university's commitment to truth and the advancement of knowledge. Furthermore, society has a vital stake in maintaining the university as an institution where knowledge can be sought and communicated regardless of its popularity, its political implications, or even its immediate usefulness. The faculty member has an ethical responsibility both to make full appropriate use of that freedom in his or her teaching and research and to guard it from abuse. More specifically:

1. A faculty member is committed to a lifetime of study. Although no one can know everything, even about a limited subject, he or she must constantly strive to keep abreast of progress in his or her field, to develop and improve his or her scholarly and teaching skills, and to devote part of his or her energies to the extension of knowledge in his or her area of competence.

2. The faculty member has the responsibility of being unfailingly honest in research and teaching. He or she must refrain from deliberate distortion or misrepresentation, and must take regular precautions against the common causes of error.

3. In order to maintain or increase effectiveness as a scholar, a faculty member may find it advantageous to assume certain obligations outside the university, such as consulting for government or industry, or holding office in scholarly or professional societies. Such activities are appropriate insofar as they contribute to his or her development as a scholar in his or her field, or at the very least, do not interfere with that development. On the other hand, acceptance of such obligations primarily for financial gain, especially when such activities may be incompatible with the faculty member's primary dedication as a scholar, cannot be condoned.

III

RESPONSIBILITIES TO COLLEAGUES

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He or

she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she shows due respect for the rights of others to their opinions. He or she refrains from personal vilification, and acknowledges contributions of others to his or her work. When asked to evaluate the professional performance of a colleague, the faculty member strives to be objective.

IV

RESPONSIBILITIES TO THE INSTITUTION

The faculty member's primary responsibility to his or her institution is to seek to realize his or her maximum potential as an effective scholar and teacher. In addition, the faculty member has a responsibility to participate in the day-to-day operation of the university. Among the faculty member's general responsibilities to the university, the following may be particularly noted:

1. When a faculty member acts or speaks as a private person, he or she should make clear that his actions and utterances are entirely his own and not those of the university.

2. The faculty member must never attempt to exploit his or her standing within the university for private or personal gain. The faculty member may, on appropriate occasions, cite his or her connection with the university, but only for purposes of personal identification. The faculty member must not permit the impression to prevail that the university in any way sponsors any of his or her activities.

3. University facilities, equipment, supplies, and other properties must never be used for personal or private business.

4. A faculty member has the duty to ensure that the regulations of the university are designed to achieve the university's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within the institution, the faculty member observes the regulations of the university, but in no way abdicates his or her right to attempt to reform those regulations by any appropriate orderly means.

5. Effective faculty participation in the governance of the uni-

versity promotes academic freedom and the goals of the institution. Each faculty member should take part in his institution's decision-making processes to the best of his or her ability and should accept a fair share of the faculty's responsibility for its day-to-day operation.

6. During periods of disturbance or high tension on campus, a faculty member should take reasonable steps to prevent acts of violence and to reduce tension.

7. Subject to the requirements of this statement and other institutional regulations, a faculty member determines the amount and character of the work and other outside activities he or she pursues with due regard to his or her paramount responsibilities within the university and primary loyalties to it.

V

RESPONSIBILITIES TO THE COMMUNITY

As a member of the community, the faculty member has the rights and obligations of any citizen. These include the right to organize and join political or other associations, convene and conduct public meetings and publicize his or her opinion on political and social issues. However, in exercising these rights, the faculty member must make it clear that he or she does not speak for the university, but simply as an individual. The faculty member does not use the classroom to solicit support for personal views and opinions.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions on the other. If such conflicts become acute, and the faculty member's attention to his or her obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, the responsibility of that choice cannot be escaped, but the faculty member should either request a leave of absence or resign his or her academic position.

Affirmative Action

As an equal opportunity employer, The University of Iowa's policy is

to recruit, appoint and promote all faculty and staff without regard to race, color, religion, age, disability, sex or national origin. All personnel actions such as recruitment, selection, compensation, benefits and promotions are included in the University's equal employment opportunity policies and Affirmative Action Program.

The University of Iowa's position regarding the appointment of faculty and staff has always been to appoint the person best qualified for the position. Affirmative action does not change the appointment and tenure policy as outlined in the following statement on tenure and academic vitality approved by the Board of Regents.

As affirmative action and tenure function at The University of Iowa, they are completely compatible concepts. Both seek to assure the acquisition and retention of those who are most qualified. In the appointment process, affirmative action operates to assure that the most qualified available person is identified and is offered the opportunity to join the faculty; and after initial appointment, it assures that in making tenure and salary decisions, irrelevant considerations such as race and sex play no role.

Prior to the initiation of the affirmative action program, the traditional process of identifying the most qualified person for an available position was somewhat limited in scope and, thus, the pool from which the most qualified person was drawn was relatively narrow. Under the present affirmative action program, all positions are advertised widely and direct inquiries are made of many more persons than in the past. With the expanded search, the pool from which to draw has been broadened substantially. The goal of the selection process has remained unchanged—to select the most qualified from among those available. With a broader pool from which to draw, the University can be more confident that the person truly most qualified has been identified. As affirmative action and tenure function at The University of Iowa, not only are the two compatible; they complement each other in assuring a quality faculty.

Only if the University's tenure system becomes frozen—either by the imposition of quotas on the percentage of persons who may acquire tenure or by restricting access to the tenure rank because substantially all faculty members have tenure—is tenure incompatible with affirmative action. If either quotas are established or tenuring-in occurs, access and upward mobility become impossible or extremely difficult; and in such a situation, affirmative action is stymied and vitality lost.

Coupling a dedication to affirmative action with awareness of

the problem, initial appointment practices that limit somewhat the number of persons appointed to probationary (tenure ladder) positions, and firm quality control in the process of tenure decision-making, the University sees no danger of unduly restricting access to tenured positions to the extent that would subvert its affirmative action program. Any quota system restricting access to tenure by establishing maximum percentages of tenured faculty members can only function to the detriment of the University's vitality and to its affirmative action program. Those who qualify and are needed must be rewarded or initiative will be destroyed. Access to tenured ranks must remain open to those who qualify or women and minority group members without tenure will be deterred from joining The University of Iowa faculty. With an open system—and we are persuaded that it can remain open—vitality will remain and affirmative action accomplished.

Tenure and Academic Vitality

Tenure Policy. In 1974 the Board of Regents approved the following statement submitted to it jointly by the Faculty Senate and the University administration.

> The basic assumptions on which The University of Iowa proposes to function over the next several years are: First, tenure will continue as a cornerstone of the University's relationship with faculty members. Tenure is not only consistent with academic vitality but essential to it. Second, consistent with the University's educational needs and as permitted by its resources, faculty members in probationary status will be given the opportunity to acquire tenure if their performance merits tenure. No system of tenure quotas is contemplated. Third, the University must provide mechanisms by which a varied group of new faculty members come to the University so that the institution may continuously revitalize itself. Fourth, the University will retain the flexibility to adjust its educational programs to meet the changing needs of students and society, and to take into account advances in the world's knowledge base. In the process of making such adjustments, every effort will be made to plan well in advance and the faculty will play a major role in defining institutional needs in the process of departmental, collegiate and University decision-making.
>
> Tenure is not a very well understood concept. If a university is to perform its function effectively, it is essential that faculty members in their teaching and research feel free to express new ideas

and divergent viewpoints. In the process of teaching and research, accepted "truths" often must be challenged and questioned. A good university must create an atmosphere which, in a positive way, encourages faculty members to express new ideas and divergent viewpoints and to make inquiries unbounded by present norms. Such an atmosphere currently exists at the University of Iowa; and tenure has contributed substantially to the creation of this atmosphere and to its continuance. Put simply, free inquiry and expression are essential to the maintenance of excellence; tenure is essential to free inquiry and expression; the University of Iowa's consistent goal is excellence; the tenure system must continue if the University is to recruit and maintain a distinguished faculty. While tenure would be an integral part of the University's relationship with the faculty without regard to the competitive situation, it also is important to note that the outstanding universities throughout the country have tenure systems and that the University of Iowa's competitive position as it attempts to recruit and to retain outstanding faculty members would be damaged beyond repair if tenure were abandoned or seriously weakened.

Probationary Faculty. Ordinarily the ranks of Instructor and Assistant Professor are non-tenured appointments carrying probationary status.

Instructor. The rank of Instructor is generally reserved for those individuals who are qualified for the rank of Assistant Professor except for completion of the doctorate or the equivalent terminal degree for the area. The rank of Instructor should only be granted to persons who are expected to be advanced to Assistant Professor as soon as they have completed the terminal degree. Completion of the terminal degree will ordinarily result in immediate promotion to the rank of Assistant Professor. Appointment at the rank of Instructor shall not exceed three years. Failure to complete the doctorate or its equivalent will normally result in termination at the end of three years. Tenure may not be granted at the rank of Instructor.

Advanced University of Iowa graduate students and other individuals without completed qualifications should be appointed as teaching assistants, assistants in instruction, or temporary instructors depending upon qualifications. Temporary instructorships should be one-year appointments, with a maximum of two years in rank.

Assistant Professor. The rank of Assistant Professor will be assigned to those individuals who (1) hold promise of ability as teachers, (2) hold promise of scholarly productivity, supported by publications or

the equivalent, and (3) hold the doctorate or the equivalent terminal degree for the area. The term of appointment is typically three years, although it may be for a shorter period of time if recommended by the departmental executive officer and the dean of the college.

Appointments at the rank of Assistant Professor shall ordinarily not exceed a total of seven years. Staff members not to be promoted at the end of six years in rank will be given a one-year terminal appointment. Individuals who have been promoted from Instructor to Assistant Professor at this University shall not exceed a total of seven years in both ranks regardless of the time spent as an Instructor. Individuals who have held non-tenured, full-time faculty positions at other institutions of higher education ordinarily shall not exceed a combined total of seven years in a non-tenured rank at this University and the other institutions of higher education. However, individuals with more than three years of full-time, non-tenured service at another institution may agree in writing to non-tenured status of up to four years at this University even though the total non-tenured service would then exceed seven years. The written agreement must be made at the time of initial appointment to this University.

Tenure at this University requires explicit action and cannot be secured by inadvertence. If a faculty member has served longer than the maximum of seven years in a full-time probationary capacity, a review leading to a tenure or termination decision should be initiated immediately.

Tenured Faculty. Ordinarily the ranks of Associate Professor and Professor are tenured ranks. However, initial appointments to these ranks offered to those not on the faculty of The University of Iowa should, whenever possible, be made as probationary appointments for three years. If the three-year appointment will result in an individual accumulating more than seven years in full-time probationary status at this and other institutions of higher education, the individual must agree in writing to the three-year non-tenured appointment.

When a potential faculty member holds a tenured rank at another university, an initial appointment with tenure may be made. In cases where a potential faculty member has not had previous academic experience, but on the grounds of distinguished professorial or other nonacademic service merits the rank of Associate Professor or Professor, the initial appointment should be for three years or less. Recognition is given to the fact that three years may not be enough time to establish a record of teaching and scholarship sufficient to grant tenure. Accordingly, reappointments without tenure at the Associate Professor and Professor ranks may be given provided the total probation-

ary period at this University does not exceed six years. If the decision is to withhold tenure after an evaluation in the fifth year of probationary service at this University as Associate Professor or Professor, the faculty member should be given a one-year terminal extension of appointment.

Under exceptional circumstances, tenure may be granted by explicit action at the rank of Assistant Professor, but such cases should be rare. Normally a decision should be made at the end of six years of service at this University, or earlier, either to recommend promotion and tenure or to recommend a one-year appointment with explicit notice of non-renewal.

Notice of Non-Renewal. Notice of non-renewal of a probationary appointment, or of intention not to recommend reappointment after a stated period of a probationary appointment has expired, will be given in writing in accordance with the following standards:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

2. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year, or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

3. At least twelve months before the expiration of an appointment after two or more years in the institution.

Promotion and Tenure Criteria

Qualifications and Conditions for Tenured Ranks. Qualifications and conditions of tenure and promotion for the ranks of Associate Professor and Professor are as follow.

Associate Professor.

1. Acknowledged record of teaching success including a record of successful direction of the work of doctoral candidates, where applicable.

2. Established record in productive scholarship supported by substantial publication or the equivalent. Original or creative work of a

professional nature may be considered an equivalent of this qualification.

3. Candidate must have shown such capacity that he or she may be expected to attain full professorship. The rank will not be considered merely as a reward for long, acceptable service.

Professor.

1. Acknowledged record of teaching success including a record of successful direction of the work of doctoral candidates, where applicable.

2. Established record in productive scholarship supported by substantial publication or the equivalent. Original or creative work of a professional nature may be considered an equivalent of this qualification.

3. Unmistakable evidence of recognition by peers at the national level.

Evaluation. Four aspects are involved.

Evaluation of Teaching. The first step in promotion and tenure decision-making is an evaluation of teaching effectiveness. Only after an affirmative judgment as to effectiveness has been made can serious consideration be given to an evaluation of scholarship and of professional service. Unless a determination is made that the candidate is an effective teacher—whether at the departmental or interdisciplinary level—neither tenure nor promotion will be granted. Thus it is vital that information concerning teaching effectiveness be included as part of the evaluation. The University has adopted the following statement concerning the evaluation of teaching as recommended by the University Council on Teaching:

> *Teaching.* In all educational programs of the University, detailed and substantial evidence of effective teaching should be included in recommendations for an individual's promotion. Evidence should be drawn from both faculty and students. Faculty should be asked to evaluate the objectives, methods, and materials of courses that have been designed and taught by the individual. Students should be asked to evaluate the in-class performance of the individual. Evaluations of teaching effectiveness should also be drawn from faculty who have taught with the individual or have frequently observed classes taught by the individual. Wher-

ever possible and appropriate, evaluations should also include evidence concerning the performance of students taught by the individual. Contributions to teaching that extend beyond courses and students taught by the individual should also be taken into consideration. Faculty members, for example, influence teaching beyond their classroom by designing courses and programs, or by writing and publishing textbooks. Evidence of this kind should be used in evaluating teaching. Finally, faculty members influence teaching in less tangible, but no less decisive, ways through counseling students through informal conversations with colleagues and students. This kind of activity should also be considered in the evaluation of teaching.

Evaluation of Scholarship. After an affirmative showing is made as to teaching effectiveness, an evaluation of scholarly productivity becomes necessary. In addition to the record of publications, an evaluation of the publications is essential. Reviews of a candidate's book, if available, should be considered. In the absence of such reviews, and for articles, etc., specific evaluations by departmental colleagues of the candidate's scholarly work should be conducted. If the candidate's field is one in which no colleague has expertise, outside reviews of the published materials are desirable.

Judgments about materials prepared to aid classroom teaching should be included under evaluation of teaching. Elementary textbooks serving only as teaching aids also should be included under teaching evaluation. Works intended as a new synthesis of knowledge or of methodologies in a field and which may serve as advanced textbooks should be evaluated with scholarly activities.

Evaluation of Other Professional Contributions. In addition to listing the administrative and other professional services to the University, an evaluation of the extent and quality of the service rendered should be included. External service may include work for professional organizations and community, state and federal agencies. Because of the diverse missions of different units and variations in the extent and character of their interaction with external groups, no general criteria of qualifying "external service" can be formulated. However, colleagues in the field and administrators should be able to make and support a judgment about the educational or scholarly value of the services rendered.

Educational Needs. Each recommendation for tenure should be accompanied by a statement of the educational needs of the department

and/or college which would be filled by the candidate and the importance of the contributions the candidate will make to filling those needs.

Review and Promotion Procedures

The question of promotion and evaluation of faculty members may be brought up at any time deemed appropriate. Probationary faculty should be reviewed annually with the results reported by the appropriate collegiate dean to the Vice President for Academic Affairs on the form provided by that office. Initiation of the annual review is the responsibility of the dean and departmental executive officer. It is expected that the annual review will be performed in consultation with the individual faculty member. All probationary faculty members must also be reviewed by the appropriate departmental or collegiate tenured faculty during the third and sixth years of service or one year prior to the termination of the appointment period when the appointment or reappointment period is for less than three years. Individuals holding the rank of Associate Professor with tenure will be reviewed at least once every two years by the dean and departmental executive officer, and by the departmental faculty holding full professorial rank at least every seven years. As implied above, promotion may take place earlier if the qualifications and promise of the individual concerned warrant such action.

In departmentalized colleges promotion recommendations originate with the departmental executive officer. In non-departmentalized colleges the responsibility lies with the dean. All promotion recommendations should be in consultation with the tenured departmental or collegiate faculty when considering the promotion of an instructor or assistant professor, and with the tenured full professors when considering the promotion of an associate professor. The consultation requirement is not meant to preclude the designation of a special promotion committee for screening evidence for presentation to a larger faculty body. Although comments from qualified persons outside the department, college or University are not required, they are strongly encouraged. In cases of joint appointment, one department should be clearly designated as the major area in which rank and tenure are held. It is this department's responsibility to originate consideration of promotion and tenure and to initiate consultation with the secondary area.

In cases where there are fewer than three faculty members eligible for consultation, the dean or departmental executive officer may employ a collegiate *ad hoc* promotion review committee. In all cases

reasonable evidence of consultation will be required. As the promotion recommendations move from the departmental executive officer to the dean to the Vice President for Academic Affairs, disagreements or counter-recommendations must be communicated in writing. All faculty appointments, promotions and tenure decisions must be approved by the Board of Regents.

Part-Time Faculty Members

On the recommendation of the President and the Faculty Senate, the Board of Regents has adopted the following policy governing promotion and tenure rights for faculty members whose appointment is for 50 percent or more, but less than 100 percent or full time. The policy applies only to those part-time faculty holding the rank of Assistant Professor, Associate Professor or Professor.

Such part-time faculty members on the tenure track are expected to meet the various obligations of a full-time member in proportion to the percentage of the appointment. Administrative units of the University are expected to assign duties and provide support to part-time faculty members on the same basis as to full-time faculty members, except prorated in accordance with the percentage of the appointment.

Tenure shall be awarded to part-time faculty members who are found to meet University standards for granting tenure, with the performance expectations to be identical with those required of full-time faculty members. The length of service of part-time faculty members will be calculated by adding together part-time service. Thus, 12 years of 50 percent service will be deemed the equivalent of six years of full-time service; 19 years of 60 percent service will be deemed the equivalent of six years of full-time service; six years of 75 percent service coupled with three years of 50 percent service will be deemed the equivalent of six years of full-time service. Faculty service which is less than 50 percent of full-time service will not be credited toward completion of a probationary period leading to a tenure decision.

Transfers from Departments or Colleges

Ordinarily no faculty member shall be transferred involuntarily from the department in which he or she holds an appointment. The exceptions are detailed within the University *Operations Manual* and include University reorganizations and changes in educational programs. Involuntary transfers will not be made as a sanction or penalty and all rights and privileges will be retained including rank, tenure (if any), promotion opportunities and salary.

Procedures for Appeals

In carrying out its commitment to establish and maintain academic due process in the relationship between faculty members and the University and among faculty members, detailed procedures have been established by the joint efforts of the Faculty Senate, the University administration and the Board of Regents for resolving disputes as they arise. The procedures contemplate formal action only after all efforts to resolve the dispute informally have failed. The various mechanisms available provide for grievances filed by faculty members, charges of unfitness brought by the University, and charges of unethical conduct filed by any member of the University community. The Judicial Commission, which supervises the procedures, is composed of faculty members appointed by the Faculty Senate. The details of the appeals procedure are described in the University *Operations Manual*.

Employment of Relatives

Although no person may supervise another related to her or him by blood or marriage, such persons may accept positions within the same department or unit as long as neither of the relatives has the authority to make recommendations regarding the status or salary of the other.

III

The Resources of the University

Teaching

The University expects that all faculty members will be effective teachers and productive scholars, and regards the two as being inextricably intertwined. Effective teaching over a lifetime career cannot be maintained in the absence of productive scholarship. In the absence of such scholarship, the excellent classroom performance of today is likely to deteriorate with time. While tenure, promotion and salary decisions require an evaluation of both teaching and productive scholarship, and to a lesser extent professional service, it should be understood that the issue of the quality of scholarship is not reached unless it is found that the faculty member is an effective teacher.

The main support of excellence in teaching rests in the separate departments and colleges. The forms of teaching and systems of evaluation often vary according to the area of study. University policy requires only that appropriate, substantial evidence of achievement be reported. Likewise, each college establishes its own rules governing most matters of conducting classes, including rules governing student absences, but University rules do require that students be allowed to make up examinations missed because of illness, mandatory religious obligations or other unavoidable circumstances or officially excusable University activities.

The Council on Teaching, which is composed of eight faculty members, four students and one staff member, is the general University forum for discussing and recommending University-wide policies on teaching. In addition, specialized services are available on a University-wide basis to make teaching more effective.

University Libraries

The libraries are used extensively for faculty and student research and contain nearly 1,800,000 volumes housed in the Main Library building and in 13 collegiate and departmental libraries. About half of the libraries' collection of books, periodicals and newspapers, plus about 565,000 uncatalogued government publications, are located in the Main Library. Generally, all books, except those that are rare or belong to Special Collections, are on open shelves. The Special Collections of the libraries are described in some detail in the University *Catalog*.

Faculty study carrels are available in the Main Library and the new Health Sciences Library, and application for them may be made in the respective administrative offices. The Main Library and all departmental libraries operate book reserves; both the Main Library and the Education-Psychology Library make book reserve rooms available to students and faculty. The Main Library also provides an Inter-Library Loan Office to help faculty members obtain materials, either on loan or in facsimile on microfilm from other major libraries in the United States. Most library materials may be copied for a small charge.

Faculty members are invited to join the Friends of the University of Iowa Libraries, an organization formed to encourage the development of collections of rare books and manuscripts. The Friends sponsor an annual spring dinner and publish a newsletter as well as a semi-annual journal, *Books at Iowa*, which features articles about notable materials in the libraries of The University of Iowa.

Major departmental and professional collections are maintained in many fields. The Education-Psychology Library contains 103,000 volumes and the Health Sciences Library, 128,000 volumes. Other special libraries are those in Art, Botany, Chemistry, Business Administration, Geology, Engineering, Mathematics, Music, Physics and Zoology. In addition there is the Law Library of approximately 212,000 volumes. These libraries may be located by reference to the University telephone directory.

In addition to the University Libraries, the collections of the Iowa State Historical Society, the Herbert Hoover presidential library, the Territorial-State rare book library, and the Iowa City Public Library are available to faculty members. The University Library is a founding member of the Center for Research Libraries, a voluntary association of research libraries from coast to coast. The Center supports and supplements the local collections in the area of acquisitions and accessibility to resources for which demand does not justify a separate collection in each of the participating institutions. Access to these collections can be arranged by the Main Library for interested faculty.

Computer Center

The Center includes a computer-assisted instruction laboratory which provides support for research on the instructional uses of computers. For more information see below under "Scholarship."

Audiovisual Center

The Center assists in the improvement of teaching through the effective use of educational media. Staff members can help with the planning, designing and producing of learning systems, facilities and media. An extensive array of audiovisual equipment is available at no charge, although a nominal charge is required for off-campus equipment and projectionist service. The Center maintains a media library of films, tapes, filmstrips, slides, disc recordings and overhead transparencies.

Examination Service

The Service assists faculty members and departments in the preparation, development, scoring and analysis of classroom examinations. Assistance in duplicating questionnaires for use in the evaluation of courses, curricula and teaching is also available. The office also administers many national standardized tests and assists in interpreting and using results from such tests.

Office of Facilities Planning and Utilization

The office assigns space in University buildings and maintains the University master calendar for the scheduling of events. Faculty members requiring special room assignments or wishing to schedule special events should call this office.

Student Financial Aids

Many students are employed part-time by the University through the Student Financial Aids Office. Student personnel are employed each year to assist departments or individual professors with various projects and work.

Committee on Institutional Cooperation

The CIC, an organization of the Big Ten universities and the University of Chicago, encourages voluntary cooperation in higher education. Among its major activities are a Traveling Scholar Program, enabling graduate students to cross institutional lines for short-term work at member universities; foreign language programs; and a variety of interdisciplinary programs such as those in biometeorology, social science education, environmental health, prehistoric human ecology, and industrial and technical education. Panels on Faculty Evaluation and Research and Development of Instructional Resources promote the sharing of programs and ideas and encourage cooperative activities among member institutions.

Other Services and Facilities

Many other teaching services and facilities are available within the University. These include the following: AM radio station WSUI and FM station KSUI, providing educational broadcasting service and equipment for faculty members; the Registrar, assisting faculty members in problems of record-keeping for students; University Counseling Service, counseling with faculty members relative to personal growth and development of students; Special Support Services, offering assistance in working with students having educational difficulties associated with minority or depressed economic status; and Office of International Education, providing assistance in international studies and educational exchanges. Cross-departmental agencies foster cooperative teaching efforts in connection with study programs involving more than one department or college.

The University's Oakdale Campus is devoted primarily to health related treatment and research facilities. The Macbride Field Campus is close by and is devoted to study and recreation in a natural setting. The University also maintains the Lakeside Laboratory at Lake Okoboji in northwest Iowa, where summer instructional and research projects are carried on in the biological sciences.

Scholarship

As a major center for research, the University emphasizes the scholarly productivity of the faculty. The office of the Vice President for Educational Development and Research has been designated as a central office to coordinate the many research commitments of the institution. This office is closely associated with the Graduate College because of the all-University character of the College and the close con-

nection between graduate programs and research and creative activity. For similar reasons, much of the planning of the development of the University takes place in this office.

The University Research Council, which is composed of ten faculty members named by the Faculty Senate, two post-baccalaureate students and one staff member, is responsible for advising in the formulation, review and application of policy and guidelines for University research and its funding. It also provides a forum to which faculty and students may refer questions and recommendations concerning University research policies and procedures.

Faculty Developmental Assignments

Sustained time for special projects is essential for maintaining faculty vitality. These projects all relate to the educational mission of the University and entail research, course development, additional study and preparation in new or different fields of value to the University. An assignment of time for such a project enables the faculty member both to improve individually and to achieve institutional educational objectives.

The Developmental Assignment Program is designed to encourage academic vitality by providing a period of sustained time for special projects, free from classroom teaching and preparation, student advising, thesis direction, participation in curriculum planning and departmental service on administrative committees.

All regular faculty members who have completed five years of service are eligible to apply for faculty developmental assignments for one semester at full salary. Applications normally will not be considered if less than ten semesters have elapsed between the semester requested and the applicant's previous University-funded developmental assignment. To allow for needed flexibility, exceptions to these two criteria may be made under special circumstances. The time periods are norms which do not imply mechanical approval or disapproval of applications. A one-semester assignment may be extended to one year if the recipient receives supplemental external funding.

In addition to the regular semester assignment, the Developmental Assignment Program includes summer fellowships for research, course development, or related projects for the improvement of teaching. All regular faculty members are eligible to apply for summer developmental assignments but, in considering applications for summer research assignments, preference will be given to junior faculty members.

It is expected that developmental assignments will not infringe upon the teaching responsibilities of the applicant's department or college. Given this condition, developmental assignments will be awarded

on the basis of the intrinsic scholarly, educational, or curricular value of the proposed project. Consideration will also be given to the previous scholarly achievements of the applicant. The Developmental Assignment Program is supported by limited funds from the Iowa Foundation for summer research fellowships and primarily by departmental and collegiate adaptations for semester assignments.

Any faculty member accepting a regular semester developmental assignment shall agree, in accordance with the Iowa Code, to return to teaching duties for at least two semesters of full-time teaching after completion of the developmental assignment. Further information about this program may be obtained from departmental executive officers, collegiate deans, or the office of the Vice President for Academic Affairs.

Other Research Support. Each department has budgeted funds for faculty research and scholarly work, which include support for research materials, supplies, clerical assistance and travel, and for honoraria and expenses of visiting lecturers. In addition, the Graduate College may allocate funds to faculty members for special projects not included in regular departmental budgets and for research assistantships for graduate students aiding faculty members with research projects. Applications for funds for special projects should be addressed to the Vice President for Educational Development and Research and should give the title, scope and character of the research project; plan of work; expected results; probable time of completion or publication; and specific amount and use of funds requested.

In addition to this direct support of research, the office of the Vice President for Educational Development and Research provides a variety of facilities and services designed to assist faculty members in acquiring outside research grants from foundations and governmental agencies. These include consultative services, a resource library of information about research grants, and application forms for research grants from governmental agencies.

Faculty should seek assistance from their departmental executive, the office of the Vice President for Educational Development and Research, or the Business Office while preparing their budgets for support from external agencies. This consultation is necessary to ensure that the total costs are determined before deciding what support is needed from the supporting agency. Completed applications must be channeled from the departmental executive officer to the collegiate dean, the Business Office, and finally the Vice President for Educa-

tional Development and Research. A form, "Summary Data: Application for Gifts, Grants, and Contracts," is available in departmental offices and accompanies the application through its University routing. Additional information may be found in the University *Operations Manual*, Section III.

Conflict of Interest

The University has filed an assurance with the U.S. Office of Science and Technology that it has established formal procedures to implement the recommendations of the joint statement of the Council of the American Association of University Professors and the American Council on Education, "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities." The statement is available at the office of the Vice President for Educational Development and Research. In line with this policy, faculty members engaged in outside consulting activities—including membership on review panels—for either governmental or private agencies are required to write a letter to their departmental executive officers for forwarding to the Vice President for Educational Development and Research, outlining the nature of the consulting activity and the amount of time devoted to it.

Research Support Facilities

Printing, Photography, Graphics. These three facilities, available on a fee basis, can be of great value to research projects. Publications and Printing Service may be utilized for printing research project materials; Photographic Service and the Motion Picture Production unit will take and process photographs and film for all purposes. Graphic Arts will assist in graphic presentation of research results, preparation of charts, graphs and diagrams, and other drafting services.

Data Processing. Administrative Data Processing Service provides accounting and mail processing services on a fee basis to faculty members. (See University *Operations Manual.*)

Computer Center. The role of the Computer Center is to provide large-scale, general-purpose computing facilities to all faculty members and students of the University for instruction and research purposes. The staff of the Center numbers about 65 people, dedicated to providing stable and responsive computer service to its community of users. Users have access to computer and interactive terminals 24

hours daily, except for 12 hours of scheduled down time per week. Keypunches are available to any user 24 hours a day, seven days a week. The Center maintains a computer library, publishes regular reports and memoranda regarding Center services, and makes available a *User's Guide* for investigators requiring computer assistance in their research. In addition, the Center maintains an audio-visual instructional facility and sponsors short courses in computer utilization and programming to assist in preparing projects for computer analysis.

The main computer in use is an IBM System 360, Model 65, with a large variety of peripheral equipment attached (card readers, printers, tape drives, disk drives, plotters, terminals, etc.). In addition, the services of several Hewlett-Packard 2000F time-sharing systems are available through terminals placed in a number of locations throughout the campus, and a Computer-Assisted Instruction Laboratory, located in Lindquist Center and equipped with another HP2000F system and terminals, is available for research and development in instructional computing.

The UCC also hosts a Regional Computer Center, consisting of 15 colleges and secondary school districts in Iowa and Illinois, and has a link to the Computation Center at Iowa State University and the University of Northern Iowa for the sharing of specialized computer work.

Research Regulations

Supplementary Faculty Activities and Extra Compensation. The time of a full-time member of the faculty is expected to be devoted primarily to the functions of the University, including teaching, research, administrative services and public services directly related to the work of the University. It is understood, however, that to a limited extent the acceptance of an opportunity to serve as consultant to a private firm or to a governmental or other agency, or to engage in the private practice of a profession, may not interfere with the proper performance of the faculty member's duties but may indeed contribute to professional development and thus increase the member's value to the University. The conditions under which such opportunities can be accepted are outlined in the University *Operations Manual.*

Self-Identification Through Use of University Name. University faculty, staff members or employees may, acting in their capacities as individuals, use the name of the University for self-identification purposes before the general public provided the conditions outlined in the University *Operations Manual* are met.

Research on Human Subjects. Faculty members applying for research funds from the Department of Health, Education and Welfare (HEW) to support investigations involving human subjects are required to follow a review procedure for such projects. This procedure ensures an independent determination of the rights and welfare of the individual or individuals involved, of the appropriateness of the methods used to secure informed consent, and of the risks and potential benefits of the investigation. A review of such projects must be made by an appropriate committee of the investigator's associates who have no vested interest in the specific project involved. In addition, the University is required to keep records of group reviews and decisions on the use of human subjects and evidence of informed consent. Faculty members applying for HEW financial support should consult with the deans of the colleges of Medicine and Dentistry (for faculties of those colleges and those in certain specified health-related areas) or the Vice President for Educational Development and Research (for the balance of the faculty) to obtain review prior to submission of research proposals. University procedure is detailed in the University *Operations Manual.*

The University has a policy requiring all other research projects (regardless of source of support) involving human subjects or respondents to be reviewed. This policy is published in the University *Operations Manual.* Information about the implementation of this policy may be obtained from the Vice President for Educational Development and Research.

Services to the Faculty

The University (and the community at large) offers other services to faculty members and their families. Some brief descriptions are noted here; more complete information is available in the University *Operations Manual,* departmental offices and various civic offices.

Housing

A limited number of University apartments and University-owned houses are available for rent while new faculty members seek permanent housing. Information on these and other housing and moving problems is available in the office of the Business Manager.

Regular faculty members of Assistant Professor rank and above, or

administrative staff of comparable rank, may borrow down-payment funds from the University of Iowa Foundation. These loans, which will be made for a maximum of $2,500 for five years, must be used to purchase homes while employed at the University, and carry an interest rate one-fourth percent above the first-mortgage interest rate. A limited number of such loans is available.

Schools

The University is situated in a community school district which includes Iowa City, Coralville, North Liberty and Hills. There are 22 elementary schools, three junior high schools and two senior high schools. There is one parochial elementary school, and one parochial high school. Johnson County is also a part of the Kirkwood Community College district; the main campus is at Cedar Rapids, but some courses are conducted in Iowa City.

The University, through the College of Education, operates an Early Childhood Education Center for pre-kindergarten children as a teaching and research facility. Applications for fall enrollment are accepted until April 30 each year.

Information about private schools at different levels is available in the reference section of the Iowa City Public Library.

The University also has teaching and research facilities which accept, upon application, children with various handicaps.

Parking

Reserved parking lots are maintained on a fee basis. Applications for parking permits are available from departmental executive officers. Since parking regulations apply to anyone who might have occasion to use a car on the campus, faculty members who do not apply for parking permits are nonetheless urged to ask the Transportation and Security Department for a copy of the regulations (which are automatically provided to those who hold parking permits).

Health Care

The University Hospitals provide a standard discount to University faculty members which, with Blue Cross coverage, ordinarily defrays all hospital costs. Private patient care at University Hospitals is limited by the time available to medical faculty for that purpose, and the edu-

cational needs and goals of the College of Medicine. The faculty of the College recognizes no difference among patients of varying pay status, all of whom are met with the same professional attitude and quality of service provided in a teaching hospital, where students may participate in patient care.

Within this framework, every attempt is made to provide care to faculty members; however, it is in the best self-interest of the individual to choose a personal family physician. A large private hospital also serves the city.

Travel Funds

Approval of out-of-state travel on University business is obtained from the dean of the college. Authorization and reimbursement procedures as well as car rental and air charter service, are described in the University *Operations Manual*. Further information about in-state, out-of-state or foreign travel on University business may be obtained from the Business Office.

Publications

The University of Iowa Press publishes a limited list of scholarly books and monographs. The Windhover Press produces hand-set and hand-printed books of exceptional artistic merit. In addition, the University houses numerous professional journals and societies.

Credit Union

All faculty and staff are eligible to join the University of Iowa Credit Union which is an independent savings institution. A brochure explaining the services is available by calling the Credit Union Office.

Security Services

The Transportation and Security Department provides 24-hour protection for personnel and property throughout the University, investigates crimes and incidents occurring on University property, and performs traffic and crowd control functions routinely and during special events. Fingerprinting service is provided for University personnel needing such service. Transportation by squad car from University residence halls or other buildings to University Hospitals may be requested if medical treatment is required and the individual is incapacitated, but

not so incapacitated as to require an ambulance. Emergency unlock service is provided for individuals locked out of offices, apartments or vehicles.

For security service, call: emergency—353-6900; routine—353-4583.

Educational Opportunities for Faculty Members and Spouses

Employees holding faculty appointments, and those employees in administrative, professional and general staff classifications, may register in non-credit status for not more than four hours of University coursework without payment of fees, subject to the following:

1. The courses are related to the service rendered to the University by the person, and are taken at the request of the departmental executive officer.

2. In the case of faculty members, the college dean and the Vice President for Academic Affairs approve the request. In all other cases, the unit vice president and the Vice President for Administrative Services approve the request.

3. Student activity privileges are not acquired by registration in accordance with this regulation.

If registered for credit, spouses of full-time faculty and staff are in most cases entitled to resident tuition.

Office of Public Information and University Relations

The Office of Public Information and University Relations and its affiliated University News Service, Health Center Relations, Community and Media Relations for the Iowa Center for the Arts, and Sports News Service are concerned with achieving greater understanding of the University's aims and activities—both within the immediate University community and among the public at large. Communication of various aspects of the University's work is accomplished through the mass media (news releases, TV film clips and public service radio programs), through face-to-face contact (assistance with campus tours

and other special services for guests), through internal communication (publication of the University *Operations Manual*, the *Spectator*, the *Catalog*, and faculty and staff newsletters), and through work on various special publications such as the *Calendar of Events*, *Programme*, *Campus Correspondent* and *Information for Prospective Students*.

Employment Benefits

Pamphlets containing information on taxes, insurance plans, retirement systems, etc., are published for the use of University faculty and staff, and are available from the Staff Benefits Office. A few items of particular interest to faculty are excerpted for inclusion here.

Compensation

Faculty members appointed on a twelve-month basis are paid monthly, while faculty members appointed for the academic year (nine months) are paid in nine equal monthly installments, October 1-June 1, or they may elect a plan whereby payments are spread over the calendar year. If they also serve full-time on the summer session staff, the summer salary is based on two-ninths of the previous academic year's salary (University *Operations Manual*).

Faculty members may have checks mailed to their homes, or they may choose to have them mailed directly to their banks for deposit. Forms to authorize check mailing are available at the University Payroll Office, and all changes of name or address should be reported to that office.

Deductions are made from the University check for the following purposes: federal and state income taxes, federal Social Security, retirement insurance plans, group life and disability insurance, and for voluntary participation in such programs as hospital and medical insurance, credit union deposits, U.S. savings bonds, supplemental tax deferred annuities, the University of Iowa Foundation, the United Way and reserved parking.

Insurance

The University provides major medical and disability insurance for all faculty members, and group life and retirement programs based on joint contributions by the University and the faculty member; faculty members may participate in the hospitalization and medical insurance group plan of the University.

Retirement

Teaching, research, major administrative and professional staff members retire no later than June 30 following the attainment of age 68. However, staff members who attain the age of 68 between June 30 and October 1 retire as of June 30 of that year (University *Operations Manual*).

Emeriti faculty are provided library privileges, free parking, major medical coverage, athletic privileges and staff identification cards for admittance at faculty rates to University events.

Sick Leave

Sick-leave credits accumulate at the rate of 30 working days per year of service up to a maximum of 90 working days. Faculty members are considered to be "on duty" five days a week, even though their classes may be scheduled on more or fewer than this number.

Vacations

Teaching, research, major professional and major administrative staff on 12-month appointments receive 22 working days of vacation with pay after one year's employment. Vacations do not accumulate from year to year if not used, or during leaves of absence without pay. Academic year appointees do not receive vacation with pay.

Holidays

Seven holidays on which no classes are held are observed each year by the University—New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day following Thanksgiving and Christmas Day.

Leaves of Absence Without Pay

Faculty members may obtain a leave of absence without pay and without loss of rank or tenure. Such leaves are granted for a specific purpose and only if it is possible to operate effectively in the absence of the applicant. Leaves are granted for one year, or less, and must be renewed annually by the State Board of Regents. Faculty members desiring to continue fringe benefits while on leave should consult the Staff Benefits Office.

Cultural and Recreational Activities

Iowa City and the University offer much in the way of cultural and

recreational activities. The opportunities listed below are intended only to suggest the possibilities, not the full range.

Iowa Center for the Arts

Although many of its activities occur in other campus locations, the principal setting of the Iowa Center for the Arts is the west campus along the Iowa River, in an area bounded by the Union footbridge, Riverside Drive and Park Road. Here are located the facilities and performance halls of the School of Music, the 2,684-seat Hancher Auditorium, University Theatre, the Museum of Art and the School of Art and Art History. The Center is a major locale of cultural programming for the University community and the surrounding region.

Hancher Auditorium

The Auditorium presents several annual series of concerts and theatre and dance events which bring national and international artists to the campus. Many other University events occur there, such as performances by the University's major musical organizations, and concerts planned by the Hancher Entertainment Commission and other student agencies.

Music

Concerts and Recitals. A rich variety of musical fare is presented to the University community by individual artists of the faculty of the School of Music, and by the School's performing groups. These include the Camerata Singers, Old Gold Singers, Kantorei, University Choir, Oratorio Chorus, Opera Theater, Collegium Musicum, Chamber Orchestra, Symphony Orchestra, Symphony Band, Wind Ensemble, Concert Band, Marching Band, the Jazz Workshop, Jazz Bands, Percussion Ensemble and Scottish Highlanders.

Most concerts are held in Harper Hall (200 seats), Clapp Recital Hall (720 seats) or Hancher Auditorium. An outstanding tracker-action Casavant organ is located in Clapp Recital Hall.

Opera. In addition to several workshop presentations during the academic year, the Opera Theater produces a complete opera during the Summer Fine Arts Festival.

Broadcasts. University radio stations WSUI and KSUI-FM feature artists and activities of the Iowa Center for the Arts in regular broadcasts throughout the year. The stations also air many hours of recorded classical music daily.

Drama

University Theatre. Plays selected from the classic repertoire, contemporary Broadway successes and modern works of special interest, under the direction of faculty members from the Department of Speech and Dramatic Art, are presented during the University Theatre season.

Studio Theatre. The Studio Theatre, as a workshop for students in the dramatic arts and an outlet for both experimental and original works by student writers, directors, and performers, adds another theatre season to the campus.

Summer Repertory Theatre. In an intense schedule of alternating performances, the Summer Repertory Theatre usually presents four plays during the Summer Session.

Iowa City Community Theatre. Offering an opportunity both to see and participate in dramatic works, the Iowa City Community Theatre presents several plays each year.

Lectures

Distinguished speakers are sponsored by various branches of the University, both individually and in special conferences and programs. Some are highly specialized, but many have general audiences. The weekly Calendar of Events, local newspapers and radio stations, and bulletin boards provide current information.

Films

Several film series are presented at the Iowa Memorial Union. Classic films, foreign films and recent movies are included at reduced rates. Schedules for each semester are available at the Union. In addition, courses in film are offered by the Department of Speech and Dramatic Art, and several departments offer film series in connection with particular courses.

Clubs

Faculty Club. Faculty and administrative personnel of comparable rank may join the Faculty Club. The club rooms, on the second and third floors of the Union, are available for lunch, table tennis, pool, billiards and relaxation. Family activities include several club dances and parties, and tournaments in bridge, ping-pong, pool, billiards and

chess. Complimentary memberships are extended during the faculty member's first semester on the campus, after which modest dues are charged.

University Club. A social club for women, the University Club programs are supplemented by special offerings ranging from creative writing to tours of nearby points of interest. During their first three years at the University, members are offered an introduction to campus and community life through the Newcomers Club. Membership dues are charged.

Iowa Memorial Union

More than 10,000 people visit the Union every day, with the facility serving the entire University family. Union food services—the River Room Cafeteria, the State Room (seated dining), and the Meal Mart (snacks)—are available to faculty, staff, students and visitors. Catering services for group dinners, receptions and coffee hours may be scheduled, and meeting rooms may be reserved for University-related groups. Another dining area of interest is the Quad Cafeteria in the Quadrangle.

The Iowa House has 112 guest rooms for students, conference delegates, alumni and guests of faculty and staff.

A television theater for 80 viewers, a craft center, a ballroom, and a main lounge are located in the Union, as well as a recreation area with bowling lanes; pocket billiards, billiards and snooker tables; and table games—chess, checkers and cards. Only the University staff card and a small fee are necessary to use these facilities.

A bookstore in the Union stocks books used as texts or references in courses and carries classroom supplies and paperback books for leisure reading. There is also a store which sells sundry items in frequent demand by students and faculty.

Dance

The Iowa Dance Company often performs for limited audiences and presents at least one public concert in the spring. The Company sponsors classes upon request for any age group within the University community.

Campus Information Center

The Center is located in the South Lobby of the Iowa Memorial Union. The Center provides information for students, staff, faculty and

others about campus and community activities and University services and operations, and directs persons by referral to the appropriate services to solve problems related to University life. A telephone answering service provides a mechanism for questions or messages to be left during any hour of the day or night when the Center is not staffed, for answer or referral as soon as the Center opens.

Recreation

Facilities at the two gymnasia permit swimming, volleyball, fencing, archery, dance, folk or square dancing, badminton, handball, paddleball, squash, weightlifting and golf, and are available to faculty members and their families on a regular basis when school is in session. Handball, paddleball, squash and volleyball courts may be reserved by calling 353-3494 after 8:00 a.m. on weekdays and 353-3316 on Saturday and Sunday.

Instruction is available in tennis, golf, gymnastics, karate, scuba diving, judo and aikido for youths and adults. Riding groups may be organized. Canoes are available at the Canoe House on the Iowa River, and the Sailing Club operates from the Macbride Field Campus near Lake Macbride.

Facilities available in the Recreation Building are tennis, spaceball, jogging and sauna baths. Reservations may be made for tennis and spaceball by calling 353-4405.

In addition to the six indoor tennis courts in the Recreation Building, the University also maintains 23 outdoor tennis courts. Sixteen courts are located near the football stadium and seven near the Old Armory across from the Main Library.

Outdoor Activities

Lake Macbride and Coralville Reservoir. Both facilities are within easy reach of University families and offer excellent swimming, boating, fishing, sailing and picnicking.

Macbride Field Campus. Educational-recreational facilities south of Lake Macbride are maintained by the University.

Finkbine Golf Courses. South Finkbine, an 18-hole championship course, is open to staff members at reduced rates on presentation of staff card.

Public Parks and Recreation

There are 12 city parks, with the largest located on a picturesque

bend of the Iowa River and offering picnic grounds, duck ponds, a small zoo and a prairie dog village for children, a baseball field, a softball diamond, and a municipal swimming pool. Another outdoor municipal swimming pool is located in Mercer Park. The Iowa City Recreation Center offers gymnastics, an indoor swimming pool with sunbathing facilities, and crafts classes.

There are three public golf courses within ten minutes of the campus, and one private club. There are several public courses in nearby towns.

Coralville has a large city park with an outdoor swimming pool, and a recreation building for indoor activities.

Kent Park is a county conservation park located five miles west on Highway 6. It has a lake and picnic facilities. Within 50 miles of Iowa City there are more than 40 other parks, river accesses and public recreational areas.

The Amana colonies are about 25 miles west of Iowa City. The Hoover Presidential Library and Park are 10 miles east of Iowa City.

Related Agencies

Various non-University agencies perform valuable services for the faculty, staff and students.

The University of Iowa Alumni Association

Organized in 1867, the Association's current membership includes thousands of graduates and former students. Among other benefits, Association members receive the *Iowa Alumni Review*, a magazine which has received national recognition for its excellence.

The University of Iowa Foundation

Organized in 1956, the Foundation's primary objective is the strengthening of all of the University's scientific, literary and educational pursuits. It accomplishes this by encouraging voluntary giving. A private, nonprofit corporation, the Foundation is empowered to solicit and receive gifts and bequests, and to hold, administer, manage, use or distribute gifts, bequests and trusts—all for the benefit of the University. The Foundation is constantly at work to provide more funds for student aid, special library acquisitions, faculty research, endowed professorships, special capital projects and other University needs for which tax dollars are limited or unavailable.

Annual gifts from alumni and friends of the University may be restricted by donors to specific areas, or they may be designated for use

in the "area of greatest need." Faculty and staff gifts often are made through University payroll deduction.

Places of Interest in Iowa City

Old Capitol, the center of the Pentacrest, is being restored to the room arrangement and furnishings of the period when it was the seat of government, before the government moved to Des Moines.

Plum Grove, the home of Robert Lucas, the first territorial governor of Iowa, who served from 1838 to 1844, is open to the public during the summer months. It is decorated with furnishings of the period.

The Museum of Natural History is located in Macbride Hall on the Pentacrest. The displays of creatures of earth, sea and sky have been a continuous attraction to young and old for many years.

IV

Constitution of the University Faculty Senate and the University Faculty Council

The Faculty Senate and the Faculty Council of The University of Iowa are elected bodies through which the faculty expresses its concern for the welfare of the University, develops and disseminates ideas for University improvement, and contributes to the formation of general University policy.

ARTICLE I. DEFINITIONS.

1. The University Faculty Senate is the representative and deliberative organization of the faculty of The University of Iowa.

2. The University Faculty Council is the administrative agency of the University Senate.

ARTICLE II. THE UNIVERSITY FACULTY SENATE.

1. *Powers and Duties.*

   i. The Senate may discuss and take a position on any subject of University concern.

   ii. The Senate may formulate and recommend policies to the President of the University on all subjects of University concern.

   iii. The Senate appoints representatives of the faculty to serve

on General University committees. Insofar as possible, provision should be made for membership by at least one Senate member on each University committee.

iv. The Senate receives and reviews the reports from all General University committees.

v. Through the Committee on Selection of Central Academic Officials, the Senate consults, on invitation, with the Board of Regents regarding the selection of the President of the University and, also on invitation, with the President or other persons designated regarding the selection of other central administrative officials.

vi. The Senate may call meetings of the faculty.

vii. The Senate is the judge of its own membership.

viii. The Senate may adopt by-laws for declaring vacant the seat of any member of the Senate or Council who fails to attend meetings of the Senate or Council.

2. *Composition.* The Senate consists of at least one representative from each college except the Graduate College, and additional representatives based on the number of voting faculty members in each college. The number of such additional representatives is determined as follows: the number of voting faculty members in the entire faculty is divided by sixty; the quotient, rounded to the nearest whole number, is then divided into the number of voting faculty members in each college and the result, rounded to the nearest whole number, is each college's quota of additional representatives.

Besides the representatives elected as specified above, who may hold either tenured or non-tenured appointments to the faculty, the Senate also includes eight representatives who at the time of their election must hold non-tenured appointments. Of these eight non-tenured representatives, three are elected from the College of Liberal Arts, two from the College of Medicine, and three at-large from the remaining colleges.

3. *Terms.* A member of the Senate is elected for a three-year term and may be re-elected to a second term of three years. Following one or more years of absence from the Senate, a faculty member

becomes eligible once more to serve two consecutive terms. A first term may be automatically extended by election to the Council as specified in Article III, 3 below. In such a case a member of the Senate may be re-elected only to an abbreviated term, the length of which is the unexpired portion of his second three years of eligibility.

4. *Eligibility.* Members of the faculty who are eligible to vote for members of the Senate are also eligible for election with the following exceptions: (1) those who are completing the second of two consecutive terms in the Senate and (2) those Deans, Directors and central administrative officers whose duties are judged by the Committee on Elections to be primarily administrative.

5. *Officers.*

   i. The officers of the Senate are a chairperson, a vice-chairperson, and a secretary. Terms are for one year and begin with the adjournment of the organization meeting in May. The vice-chairperson and the secretary shall be elected from its membership by a majority of those present and voting at the organization meeting. The chairperson shall be the person whose term as vice-chairperson is just ending. No one may hold two offices simultaneously or serve consecutive terms in the same office.

   ii. If the office of chairperson becomes vacant, the vice-chairperson shall become chairperson for the remainder of that term and remain chairperson for the following term. If the office of vice-chairperson becomes vacant, it shall remain vacant until the end of the term, and the Senate shall elect a chairperson as well as a vice-chairperson and secretary at its organization meeting. If the office of chairperson becomes vacant when the office of vice-chairperson is also vacant, the secretary shall convene a special meeting of the Senate within 14 days (unless the organization meeting is sooner) at which a chairperson shall be elected from its membership to serve the remainder of the term. Such a person shall be eligible for election as chairperson for the following term. If the office of secretary becomes vacant, the chairperson shall appoint an acting secretary for the remainder of the term.

6. *Procedures.*

i. *Regular Meetings.* The Senate meets in regular session four times each year—in October, December, February, and May. Other meetings may be called by the chairman or by the President of the University. The chairman shall call a meeting of the Senate at the request of ten percent of the Senate membership or a majority of the Council. Any member of the faculty may address to the Council a request for a meeting of the Senate.

ii. The presiding officer of the Senate is the chairman. In his absence the presiding officer is the vice-chairman and if both are absent the secretary serves as chairman.

iii. The Council provides agenda for meetings of the Senate. These agenda may be amended from the floor.

iv. In meetings of the Senate the right of the floor is limited to: (1) members of the Senate, (2) the President of the University or a person designated by the President to represent him, (3) the Dean of Faculties of the University, (4) the Dean of the Graduate College, and (5) other persons invited by the Senate or the President to appear.

v. The meetings of the Senate shall be open to all members of the faculty and such other persons as are invited by the Senate. Executive sessions, limited to those with the right of the floor, may be held by a majority vote of the Senate. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting. Written reports of open meetings are distributed to all members of the faculty.

vi. A quorum of the Senate consists of more than 1/2 of its members.

vii. The existence of the Senate shall not preclude other means of communication between the President and the faculty.

7. *Committees.*

i. The Committee on Committees recommends to the Senate,

for its approval and transmittal to the President of the University, the names of faculty members to fill positions on general University committees. This is regularly done at the May meeting, although recommendations for filling vacancies may be made at other times.

ii. The Committee on Elections presents to the February meeting of the Senate a list of faculty members eligible to vote, a list of Senate positions to be filled, and a list of persons eligible for each position. At the same time the Committee determines the number of positions to be provided on the Council for each represented college. The Committee supervises all elections and decides tie votes by lot.

iii. The Committee on Selection of Central Academic Officials consults with the Board of Regents regarding the selection of the President of the University when so requested by the Board. This committee consists of members from at least three different colleges. The Chairman of the Senate is *ex officio* a member of this committee when it is advising on the selection of a President.

The Committee also meets with the President of the University, or with appropriate central administrative officers, to initiate procedures to ensure faculty consultation and review of vacant positions in the central administration, and of candidates or prospects for such positions. These positions include:

(1) the several vice presidencies and University-wide administrative deanships except when a college deanship is involved and the dean selection procedure applies;

(2) and others, as the Central Administration may request.

The Committee may serve alone in these matters, or with others selected by the President or the appropriate central administrative officer. The Committee may request the Faculty Council to name additional members to serve with the Committee on an *ad hoc* basis, the number and composition of the group varying from position to position as appears to be appropriate.

iv. The Committee on Rules prescribes such general rules of procedure as are not provided in this constitution and may also determine special rules of procedure for considering specific items of Senate business. The chairman of the Committee on Rules is the Parliamentarian of the Senate. Questions regarding the meaning of this constitution are ordinarily referred to the committee.

General or special rules established by this committee, and the rulings of the Parliamentarian, may be amended or revoked by affirmative action of two-thirds of the members of the Senate present and voting.

v. The Senate may establish such other general or special committees as its business may require.

vi. The Committees are named by the Chairman with the advice and consent of the Senate.

ARTICLE III. THE UNIVERSITY FACULTY COUNCIL.

1. *Powers and Duties.*

i. The Council represents the Senate when the Senate is not in session.

ii. The Council operates under procedures set forth by the Senate, undertakes all tasks assigned to it by the Senate, and reports on its activities to the Senate.

iii. The Council is available for consultation with the Board of Regents, the President of the University, or any official designated by either.

iv. The Council is responsible for and maintains the records of Senate proceedings and all reports and communications received from University and Senate Committees.

v. The Council is responsible for publishing and distributing to the faculty reports of all sessions of the Senate and of the Council.

vi. The Council may organize itself, subject to this Constitution

and Senate directives, in any manner appropriate to the accomplishment of its duties.

2. *Composition.* The Council is composed of members of the Senate elected by the faculty to serve on the Council, together with the officers of the Senate, if they are not otherwise members of the Council. The regularly elected members shall include at least one member from each college represented in the Senate. Colleges whose faculty membership exceeds one-twelfth of the total number of faculty are entitled to one additional Council member, those whose faculty exceeds two-twelfths of the total faculty are entitled to two additional members, and so on.

3. *Terms.* A member who is elected to the Council during a first term in the Senate, or at the beginning of a second term, serves on the Council for a three-year term. Election to the Council during the second or third year of a first Senate term automatically extends membership in the Senate by one or two years, as the case may be. Council members may be elected during a second term in the Senate and serve for the remainder of their second Senate terms. Upon expiration of a three-year term, a faculty member is not eligible to be elected to the Council again until a full year has passed following the end of his term.

4. *Eligibility.* Members of the Senate are eligible for election to the Council except during the year which follows a three-year term on the Council.

5. *Officers.* The chairman, vice-chairman, and secretary of the Senate are respectively the chairman, vice-chairman, and secretary of the Council. No one may serve two consecutive years in any of these offices but may hold different offices in successive years.

6. *Meetings.* Meetings of the Council are held at the call of the chairman. The meetings of the Council shall be open to all members of the faculty and such other persons as are invited by the Council. Executive sessions, limited to members of the Council and other persons invited by the Council, may be held by majority vote of the Council. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting. Written reports of open meetings are distributed to all members of the faculty.

ARTICLE IV. ELECTIONS.

1. *General Rules.* Elections are held annually under the supervision of the Senate Committee on Elections. Holders of the rank of professor, associate professor, assistant professor, and instructor are considered members of the faculty and eligible to vote. Faculty members not attached to a represented college are assigned to the most appropriate of the represented colleges for electoral purposes. Faculty members holding emeritus status are not eligible to vote. The Committee on Elections may also recommend that persons engaged in teaching or research under other titles be permitted to vote. The Committee on Elections presents to the Senate each February a list of persons eligible to vote in each college, a list of positions to be filled, and a list of persons eligible to vote but not to be elected to certain offices. These lists become official upon approval by the Senate. In all elections, all votes have the same weight.

   Three elections are held each year: (1) nominations for the Senate on or before April 1, (2) the Senate election on or before April 21, (3) the Council election on or before May 15.

   A college which wishes to apportion its representatives to the Senate or the Council among subdivisions of the college must present a plan for this purpose to the Senate for approval. When such a plan is approved, the appropriate decisions regarding eligibility for election are made by the Committee on Elections.

2. *Nominations for the Senate.* On the nominating ballot, a faculty member may make one nomination for each vacant position in the Senate for which he is eligible to vote. Twice as many nominees are chosen as there are vacancies. A faculty member who receives sufficient votes to be nominated becomes a nominee upon being notified and consenting to run. One who may be nominated for either an at-large vacancy or a collegiate vacancy may choose the one he prefers. When a faculty member decides not to run, the person receiving the next largest number of votes is invited to be a candidate. Cases of ties are decided by lot by the Committee on Elections.

3. *Senate Elections.* The Senate ballot for each college contains twice as many names as there are vacant positions. Each eligible voter may vote for as many names as there are positions to be filled. A voter may vote for fewer than this number but he may not cast more than one vote for one person.

4. *Council Election.* In some cases, election to the Council is automatic, e.g. the case of a college with two representatives in the Senate of whom one is currently serving on the Council. When a college has more than enough eligible members of the Senate to fill vacant positions on the Council, the Committee on Elections sends to the college a ballot containing all the eligible names. Each voter may vote for as many persons as there are positions to be filled. A voter may vote for fewer than this number but he may not cast more than one vote for one person.

   The Committee on Elections reports the results of the voting to the Senate at the regular meeting held in May. When the report is approved, the candidates with the highest number of votes are declared elected.

   As soon as possible after the regular May meeting, the newly elected and continuing members of the Senate hold an organization meeting at which a chairman, a vice-chairman, and a secretary are elected for the coming year. Terms on both the Senate and the Council begin on July 1 following election.

5. *Vacancies.*

   i. Vacancies arising between elections. Vacancies on both the Senate and the Council which arise between annual elections are filled by the Senate from eligible members of the constituency affected for a term expiring June 30 following the next annual election.

   ii. Vacancies in prospect at the time of elections. If a vacancy for one year or more on the Senate or Council is in prospect at the time of the annual election, the vacancy is filled by regular election procedures. If a vacancy for less than one year is in prospect, it is filled by the Senate from eligible members of the constituency affected.

   iii. Eligibility for re-election. Service in a vacancy which extends over more than eighteen months' time is considered equivalent to a full term in determining eligibility for re-election.

6. *Leave of absence.* Any member of the Senate or Council who is on leave or who anticipates being on leave from the University may request a leave of absence from the Senate or Council, and his seat shall be filled for the period of his absence in the manner prescribed for filling other vacancies.

ARTICLE V. AMENDMENTS.

Amendments to this constitution may be initiated (1) by persons having the right of the floor in the Senate, or (2) by petition to the Senate by at least ten faculty members.

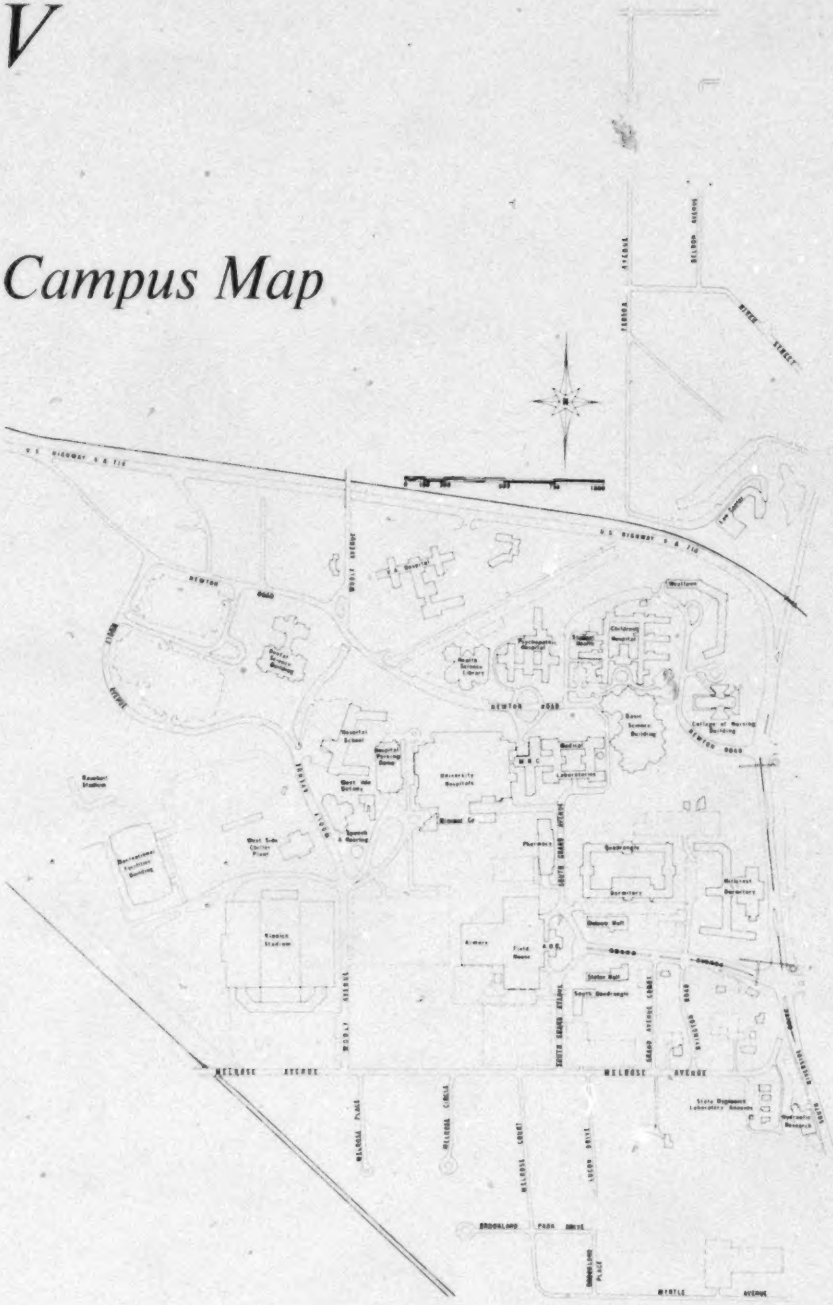
An amendment becomes effective when approved by (1) a majority of those voting in the Senate, (2) a majority of those voting in a faculty referendum, (3) the President of the University, (4) the Board of Regents.

ARTICLE VI. BY-LAWS.

The Senate may by majority vote establish by-laws, not inconsistent with this Constitution, governing the conduct of the business of the Senate and of the Council and such other matters as may be within its competence. Any member of the Senate may propose additions, amendments, or deletions to the by-laws by submitting a written text of the proposal to the Secretary of the Senate at least fourteen days before the meeting at which it is to be considered. The Secretary of the Senate shall circulate the same to all members of the Senate prior to the meeting.

V

Campus Map


NEWTON ROAD
MELROSE AVENUE
SOUTH GRAND AVENUE
BROOKLAND PARK DRIVE
MYRTLE AVENUE
Kinnick Stadium
Armory
Field House
Dormitory
Pharmacy
Chemistry
Hospital
Laboratories
Nursing
Dental School
Speech & Hearing
Boiler House
Power Plant
Parking Ramp
Stadium Park
Station Hall
Student Union
Health Science Library
Children's Hospital
College of Nursing Building
Basic Science Building
Physical Plant Building
Research
Laboratory Animals
Veterinary Research
Melrose Place
Melrose Circle
Melrose Court
Melrose Lane
Brookland Place
Grand Avenue Court
Grand Avenue Terrace
Myrtle Avenue
Forbes Avenue
Wright Avenue
Dubuque Street
Gilbert Street
Madison Street
Clinton Street
Linn Street
Summit Street
Riverside Drive
Iowa Avenue
Bowman Woods
Hawkeye Apartments
Mayflower Apartments
Currier Residence Hall
Quadrangle
Seashore Hall
Westlawn
Burge Residence Hall
Hillcrest Dormitories
Slater Hall
South Quadrangle
Macbride Hall
Art Building
Art Annex
Theatre Building
Music Building
Communication Studies Building
Physics Building
Chemistry Building
Pharmacy Building
Medical Laboratories
Medical Research Center
Biology Building
Biology Building East
Biology Building West
Psychology Building
Lindquist Center for Measurement
Lindquist Center for Evaluation
Oakdale Campus
Oakdale Research Park
Hydraulics Laboratory
Iowa Memorial Union
Old Capitol
Schaeffer Hall
Macbride Hall
Van Allen Hall
Physics Research Building
Chemistry Research Building
Chemistry-Botany Building
Botany Building
Zoology Building
Zoology Research Building
Natural History Building
Geology Building
Geology Annex
Engineering Building
Engineering Annex
Engineering Research Building
Engineering Shops
Engineering Laboratory
Engineering Laboratory Annex
Engineering Laboratory Addition
Engineering Laboratory Addition
Engineering Laboratory Addition